

**These are DRAFT Minutes and may be amended when presented to Council for approval at its next meeting.**

## **Cyngor Cymuned Blaenhonddan Blaenhonddan Community Council**

Minutes of the Annual Meeting of Council held at Cadoxton Community Centre on Monday 18 May 2026 at 6.00pm

Presiding Councillor J Betts  
Present Councillors W Griffiths, J Hale, C Lewis, A M Broom, G Morgan, G T Morgan, C Williams, J Griffiths, A Burton, C Parry, N Brown, J Hutchings, L Rabaiotti Jones  
Apologies Councillors R Lewis, H Harry

### **6041 Appointment of Chair**

RESOLVED that Councillor J Betts be appointed Chair for 2026/27, and Councillor Betts duly signed the Declaration of Acceptance of the Office of Chair.

### **6042 Declarations of Interest**

There were no declarations of interest at the start of the meeting.

### **6043 Appointment of Vice Chair**

RESOLVED that Councillor A Burton be appointed Vice-Chair for 2026/27, and Councillor Burton duly signed the Declaration of Acceptance of the Office of Vice Chair.

### **6044 Members Code of Conduct**

RESOLVED that the Members Code of Conduct be adopted by Council and noted that mandatory Code of Conduct training would occur as soon as possible.

### **6045 Membership of Committees**

RESOLVED that Members be elected to the following Committees as indicated, and subject to those not present conveying acceptance to the Clerk –

**Resources Committee** – Councillors W Griffiths, J Hale, J Betts, G Morgan, R Lewis and C Williams, with Councillors A Burton and H Harry nominated as alternate Members should the need arise.

**Environment Committee** – Councillors J Hale, C Heath, L Rabaiotti Jones, W Griffiths, C Parry, J Hutchings and C Lewis.

**Festivals Committee** - Councillors W Griffiths, J Hale, A Burton, A M Broom, C Heath, H Harry, N Brown and L Rabaiotti Jones.

**Staffing Committee** - Councillors R Lewis, C Heath, G Morgan and A M Broom.

**Appeals Committee** – Councillors J Hale, G T Morgan, W Griffiths and J Betts.

Further RESOLVED that the Terms of Reference of the Staffing Committee and the Appeals Committee be amended to provide delegated authority to the respective committees on disciplinary matters, to facilitate their operation independently of Council.

**6046 Membership of Outside Bodies**

RESOLVED that Members be elected to the following Outside Bodies as indicated

–

**Neath Port Talbot CBC/Community Councils Liaison Committee** – Councillor G Morgan.

**One Voice Wales, Neath Port Talbot Area Committee and Larger Councils Committee** – Councillors J Hale and W Griffiths.

**School Governing Bodies** – Council to be represented as follows, and Councillor Burton be reappointed to Bryncoch CIW Primary when her term of office ends on 16 October 2026 –

- Bryncoch CIW Primary                      Councillor A Burton
- Blaenhonddan Primary                      Councillor A Burton
- Catwg Primary                                  Councillor A M Broom
- Waunceirch Primary                          Councillor W Griffiths
- Cilffriw Primary                                Councillor C Heath

**6047 Income and Expenditure, Bank Reconciliation 2025/26**

The Clerk submitted the Income and Expenditure Report and the Bank Reconciliation statement for 2025/26 in advance of their submission for audit. RESOLVED that the accounts be approved.

**6048 Annual Investment Strategy 2026/27**

The Clerk submitted a draft Annual Investment Strategy for 2026/27. RESOLVED that the Draft Strategy be approved.

**6049 Policies and Procedures**

RESOLVED that the following policies and procedures be adopted–

- Standing Orders
- Financial Regulations
- Health and Safety Policy
- Freedom of Information Scheme
- Risk Management Plan and Risk Assessment Schedule

**6050 Draft Annual Report 2026**

RESOLVED that the Draft Annual Report for 2026 be approved.

**6051 Applications for Financial Assistance**

RESOLVED that all applications for financial assistance be considered at the October and April meetings of Council, and that Council's policy of preferred support for local applications be reaffirmed.

**6052 Financial Management Arrangements**

RESOLVED that present arrangements be confirmed and specifically that –

- existing financial arrangements as outlined in the Annual Investment Strategy and the Clerk's Report be endorsed
- the following Members be authorised to act as bank signatories on the Council's behalf – Councillors W Griffiths, J Hale
- Council confirms the appointment of KLG Internal Audit Services as its Internal Auditor in accordance with the three-year appointment made for 2025-28
- Council authorises payments by Direct Debit or Standing Order for utility services, telephone/internet/mobile provision, facility management charges and bank charges, and by Debit Card for occasional purchases as authorised by Financial Regulations
- Council continues to engage the following for reasons of continuity, their ongoing understanding of the Council's land, buildings and their operational systems, and the occasional need for emergency response –
  - M J Sparnon – building maintenance and improvement, advice and specification
  - KLG Internal Audit – internal audit services
  - Platinum Gas – heating and plumbing services
  - CCS Electrics – electrical services
  - The Arb Team and Our Tree Company – tree surveys and maintenance
  - Colin Moses Roofing – roofing services
  - Knight Alarm Services – intruder alarm maintenance
  - Chubb – fire extinguisher inspection and maintenance
  - MSS Acorn Chemical Services Ltd – water risk assessment and inspections.

**6053 Member Remuneration**

The Clerk indicated that the Report of the Independent Remuneration Panel for Wales had been received and contained only one minor change from the previous year's recommendations. He outlined Council's previous practice in its consideration. RESOLVED that –

- The Clerk prepare an "opt out" form regarding Member Payments and liaise with all Members on their personal decisions accordingly
- A Specific Responsibility Payment be made to the Chair but that the Clerk prepare an "opt out" form and liaise with the Chair on his personal decision accordingly

- Travelling expenses and subsistence payments be paid to Members for relevant duties as per current practice, on receipt of a claim form prepared by the Clerk
- A financial loss payment be paid to Members for relevant duties on receipt of a claim form prepared by the Clerk
- The Clerk prepare a form for Members to claim reimbursement of care costs in appropriate circumstances, should they wish to make a claim
- A Chair's allowance in the sum of £500.00 be paid in 2026/27 in accordance with current practice
- No Vice-Chair's allowance be paid in 2026/27
- Requirements with regard to publication be adhered to, relevant payments be made as soon as practicable in the financial year, and payments be recovered on a pro rata basis if any Member ceases to be a Member of Council.

The meeting ended at 6.40 pm.

Signed

Dated 15 June 2026

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